

CITY OF BRYAN

JOB DESCRIPTION – 8406

Working Title: COUNCIL SERVICES ASSISTANT

Career Ladder: BUSINESS OPERATIONS

Level: 130

Division: CITY SECRETARY'S OFFICE

Department: CITY SECRETARY

SUMMARY AND PRIMARY FUNCTION

Performs a variety of administrative/paraprofessional responsibilities for the City Council, sometimes confidential or complex in nature, related to: filing, preparation of correspondence; customer contact; answering questions from employees, citizens, etc; making travel arrangements. Reports to the City Secretary who oversees the Council Services Office.

QUALIFICATIONS AND SKILLS

High school diploma or equivalent with additional, formal education beyond high school desirable. 2-4 years related experience performing administrative, clerical or office support responsibilities in a similar office environment.

Proficiency using a variety of office/laboratory equipment and machines.

Proficiency in operating a personal computer and using more advanced applications in word processing, spreadsheet and graphics.

OTHER SKILLS AND ABILITIES – PREFERRED

Ability to display a positive attitude in all situations.

Excellent oral and written communication skills.

Good organizational skills.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

EQUIPMENT

Multi-line telephone, computer, copier, fax and automobile.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.